



LANGLEY

LAPD 9700.3

POLICY

Effective Date: January 31, 2002

DIRECTIVE

Expiration Date: January 31, 2007

Responsible Office: Office of the Chief Financial Officer

SUBJECT: Travel Requirements, Officials, and Redelegations

1. POLICY

a. The NASA Administrator has delegated to the Center Director the authority to authorize travel orders and approve travel vouchers in accordance with the provisions of NASA Policy Directive (NPD) 9710.1.

b. Pursuant to Agency guidance and related internal control practices, in general, travel orders will be authorized and travel vouchers will be approved by individuals in positions at least one organizational level above the traveler. For example, Organizational Unit Managers (OUM's) requesting travel for themselves will have such travel authorized by their Associate Director.

(1) While there may be limited exceptions for self-authorized travel, no one will both authorize travel and approve related vouchers. The following Senior Officials in the Office of Director (OD) can authorize their own travel orders: Center Director, Deputy Director, Associate Directors, Assistant Director for Planning, Senior Scientist, and Senior Technologists. The Chief Financial Officer is responsible for approving all travel vouchers for individuals who authorize their own travel in the Office of Director. Other individuals in the Office of Director will have their travel orders and vouchers authorized by their supervisor.

c. It is the policy of NASA that temporary duty travel assignments will be authorized or approved only when officially justified in order to meet strategic NASA mission requirements consistent with good management practices. When planning and scheduling trips, authorizing officials will try to combine missions in order to maximize the use of financial and staff resources. Procedures will be implemented by authorizing officials to scrutinize requests for temporary duty travel assignments to ensure that the following conditions are met:

(1) The assignment has been authorized to conduct official NASA business.

(2) The purpose of the mission cannot be satisfactorily accomplished less expensively by correspondence, telephone, video teleconferences (ViTS), or other appropriate means.

(3) The duration of an assignment is no longer than justified by the requirements of the mission.

(4) The number of persons on an assignment are held to a minimum consistent with the purpose of the mission.

(5) The use of annual leave in conjunction with official travel should be held to a minimum in order to avoid any adverse "perception" issues.

d. Travel authorizations will incorporate management determinations, authorizations, and justifications in accordance with the provisions of the travel regulation, and will cover the specific purpose, allowances, period of travel, place of duty, itinerary, allowable or directed mode of transportation, and administrative conditions and limitations.

2. APPLICABILITY

This directive is applicable to Langley Research Center.

3. AUTHORITY

- a. Federal Travel Regulation (FTR)
- b. Government Employees Training Act (5 U.S.C. 4109).

4. REFERENCES

- a. Financial Management Manual (FMM) 9700 -- NASA Federal Travel Regulation Supplement (NFTRS)
- b. NPD 9710.1, "Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters"
- c. LMS-CP-3309, "Preparation of Domestic Travel Orders and Vouchers"
- d. LMS-CP-3311, "Preparation of Foreign Travel Orders and Vouchers"
- e. LMS-CP-0012, "Preparation and Processing of the NASA Form 1167 for Foreign Travel"
- f. LMS-CP-0904, "Authorizing Flight Requests for Non-LaRC Aircraft"
- g. LMS-CP-0905, "Authorizing Flight Requests for LaRC Aircraft"
- h. NF 372, "Travel Request and Authorization"
- i. SF 1012, "Travel Voucher"
- j. SF 1164, "Claim for Reimbursement for Expenditures on Official Business"

5. RESPONSIBILITY

- a. A Travel Requesting Official is responsible for only proposing travel that is necessary and justified in the completion of the Agency mission that cannot be satisfactorily accomplished less expensively. A Travel Requesting Official can be an employee's supervisor, the traveler, or another person having full knowledge of the purpose and requirements of the proposed travel.
- b. Authorizing and Approving Officials should be aware of NASA's travel policies and procedures and ensure effective control, necessity, and justification for all travel determinations.
- c. The Authorizing Official is responsible for ensuring that temporary duty assignments are authorized or approved only when officially justified in order to meet strategic NASA mission requirements consistent with good management practices. The travel Authorizing Official should be aware of all travel plans, including plans to take annual leave in conjunction with travel.
- d. The Approving Official is responsible for the initial approval or disapproval of travel expense items claimed on vouchers.
- e. Pursuant to Agency policy, the Center Director is responsible for authorizing all first-class and business-class air travel orders.

6. DELEGATION OF AUTHORITY

Subject to the conditions and limitations contained in NPD 9710.1, the Center Director has elected to make the following redelegations. The redelegations represent the lowest level that a particular type of travel, travel authorization, travel voucher, or reimbursement will be authorized. Periodically, special travel authorization/requirements may be required on a short-term basis. These special requirements will be communicated to the Center under separate memo.

a. Local Travel for Official Business

Senior Officials in OD, OUM's, and branch, section/other unit heads (based on the discretion of the OUM) will approve local travel by means of a Claim for Reimbursement for Expenditures on Official Business (SF 1164) or the Travel Manager default form. A Travel Request and Authorization is not required unless per diem, a Government-owned vehicle (GOV) (outside 50 mile radius) or a government owned aircraft (GOA) is involved.

b. Single Trip for Official Business

(1) Senior Officials in OD, OUM's, and branch, section/other unit heads (based on the discretion of the OUM) will authorize travel orders and approve travel vouchers for:

- (a) Single trip for official business of NASA employees
- (b) Invitational travel
- (c) Foreign travel (in addition, Deputy Director authorization required for Russia travel)
- (d) Outside meetings within the United States sponsored by international groups
- (e) Nonofficial speaking and lecturing activities
- (f) Reimbursable travel
- (g) Program travel, management and operations travel, and scientific and technical development travel
- (h) Professional meetings (nonprogram travel)
- (i) Presentation or publication of scientific or technical papers and reports, and attendance at technical symposia

(2) The Chief Financial Officer (CFO) will concur in the authorization of travel for:

- (a) Extended temporary duty

(3) The Head, Office of Human Resources, will authorize travel for:

- (a) Permanent Change of Station
- (b) Preemployment interviews
- (c) Attendance at labor management meetings
- (d) Permissive travel

c. Amendment/Extension (Modifications) (Only needed if a traveler has departed on travel and needs to make a modification to the original orders.)

(1) Senior Officials in OD, OUM's, and branch, section/other unit heads (based on the discretion of the OUM) who authorized the original travel request will authorize amendment/extension (modifications). Additional signatures may be required depending on what information was added. If an amendment/extension is not necessary, the traveler can get approval from their authorizing official and claim any changes on the SF 1012, "Travel Voucher," in block 41 or using Travel Manager.

d. Unlimited Open Travel Authorizations

- (1) Generally not used by LaRC.

e. Limited Open Travel Authorizations

- (1) Senior Officials in OD and OUM

f. Travel and Flight Request for Non-LaRC Aircraft and LaRC Aircraft

- (1) See LMS-CP-0904 and LMS-CP-0905 for appropriate authorizations

g. Request for Actual Lodging and M&IE Expenses in Lieu of Per Diem

- (1) Deputy CFO for Finance

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 9700.1, "Travel Regulations," dated August 20, 1979, LAPD 9700.2, "Redelegation of Authority to Authorize Travel and to Approve Vouchers," dated July 19, 1993, and LHB 9700.1, "Travel Guidance," dated July 1981, are cancelled.

Jeremiah F. Creedon
Director